Time Clock Plus

Train-the-Trainer
January 2016

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OBJECTIVES FOR TODAY

Train-the-Trainer

• Ensure you have the knowledge and resources to be successful with the new time clock changes
• Streamline processes, eliminate paper
• Empower employees to manage their own time clock records
INTRODUCED IN 2015

- Managers/Editors began receiving regularly scheduled email notifications and reports identifying missed punches (daily) and time records not approved by employees (weekly) so that you can zero in on employees who need assistance.
- Employees began reviewing and approving their own time records at the end of each week.
- Submission of Sick Leave requests in the time clock system can now be done after-the-fact.
**View Hours (10/11 to 10/17)**

<table>
<thead>
<tr>
<th>Notes</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Week Total</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10/15/2015 09:30 AM</td>
<td>10/15/2015 10:30 AM</td>
<td>1:00</td>
<td>1:00</td>
<td></td>
<td>112605014 - HVAC Mechanic</td>
</tr>
<tr>
<td></td>
<td>10/15/2015 12:15 PM</td>
<td>10/15/2015 12:15 PM</td>
<td>0:00</td>
<td>0:00</td>
<td></td>
<td>100000000 - Salaried Exempt</td>
</tr>
<tr>
<td></td>
<td>10/15/2015 12:15 PM</td>
<td>10/15/2015 05:00 PM</td>
<td>4:45</td>
<td>4:45</td>
<td></td>
<td>112605014 - HVAC Mechanic</td>
</tr>
<tr>
<td></td>
<td>10/16/2015 08:15 AM</td>
<td>10/16/2015 08:16 AM</td>
<td>0:01</td>
<td>0:01</td>
<td></td>
<td>100000000 - Salaried Exempt</td>
</tr>
<tr>
<td></td>
<td>10/16/2015 08:15 AM</td>
<td>10/16/2015 08:16 AM</td>
<td>0:01</td>
<td>0:01</td>
<td></td>
<td>112605014 - HVAC Mechanic</td>
</tr>
<tr>
<td></td>
<td>10/16/2015 08:45 AM</td>
<td>10/16/2015 05:45 PM</td>
<td>9:00</td>
<td>9:00</td>
<td>14:47</td>
<td>100000000 - Salaried Exempt</td>
</tr>
</tbody>
</table>
Using the Approval Boxes

E – Employee Approvals
  • Done at the end of each week

O – Editor Approvals
  • Done at the end of each week (ideally, after employee approvals are complete)

M – Manager Approvals
  • Done at the end of each week when the Editor Approvals have been completed
Submitting Leave Requests

Pre-Planned Absence (Vacation/Personal)
- Request should be entered in advance

Unplanned Absence (Sick)
- Request should be entered the day employee returns to work
Submitting Leave Requests

Manager Approval

- Right click on the request and select ‘Approve Request’
Employee Changes Are Here!

January 31, 2016

- Employees will now correct their own missed punches in the time clock system. No time-edit form needed.
- The "break" button will be removed from the time clock and the web app. Employees will use the Clock In/Clock Out buttons for lunch break as well as for clocking in and out for the day.
Correcting A Missed Punch

• If an employee misses a punch, they will be prompted to make a correction the next time they clock in or out.

• Click **Continue** to proceed and correct the punch. Employees can cancel the correction process at any time.
Correcting A Missed Punch

A message appears confirming the missed punch. Click **Continue** to proceed.
Correcting A Missed Punch

- **Time Clock Only**: The Edit button appears. Click Edit to proceed.

**IMPORTANT**: If you do not edit the date/time and click Continue, the system will record 0 (zero) hours for that date.
Correcting A Missed Punch

- In the screen that follows, edit the date and the time for the missed punch and click **Continue** in the web app to proceed.
- In the time clock, click **Okay** then click **Continue** to proceed.
Correcting A Missed Punch

- The next screen will confirm your correction.
- Click *continue* to save your correction and complete your clock action.
Break Button

The "break" button will disappear from the time clock and the web app. Employees will use the Clock In/Clock Out buttons for lunch break as well as for clocking in and out for the day.

Note: Some Facilities staff do not clock out for lunch. A default lunch is automatically added to their time record.
Time Clock Plus Video
Managers/Editors/Approvers
January 31, 2016 Changes

• Historical time edits will be submitted electronically via the ePAR system.
• The New Payroll Adjustment ePAR will be used for
  - Requesting Off-Cycle payments
  - Historical Time Edits
  - Leave adjustments
  - Vacation Cap payments to employees.
• This ePAR replaces previous paper time edit forms and email authorizations to the Payroll Department.
Payroll Adjustment ePAR

Choose a PAR Type:
- Add New Hire Assignment
- Add Current Employee Assignment
- Add Pay Change
- Add Staff Termination
- Add Position Request
- Add Leave of Absence Request
- Add Payroll Adjustment
- Add Request for Off Cycle Check
Payroll Adjustment ePAR

- Select employee you wish to change from the drop down menu.

- Click Next
Payroll Adjustment ePAR

PAR Information Tab:

• The DAC Field will autofill.
• Type in the Requester Name & Phone #

Off-cycle payments are time-sensitive and may require immediate communication with site or dept
Payroll Adjustment ePAR

PAR Information Tab:

- Select the Pay Period to be Adjusted from the drop down menu:

```
DAC: Financial Services 5011
Requester Name: Owen Money
Requester Phone #: 999-9999
Pay Period to be Adjusted: PR 10_12/01/15 - 12/18/15
Action Needed: PR 01_7/1/15 - 7/4/15
Total Hours or Flat Amount to be paid: PR 02_7/5/15 - 7/18/15
TCP Job Code or Position Description: PR 03_7/19/15 - 8/1/15
Reason for Adjustment: PR 10_12/01/15 - 12/18/15
```
Payroll Adjustment ePAR

PAR Information Tab:

- Select the Action Needed from the drop down menu:

![Form](image-url)
Payroll Adjustment ePAR

PAR Information Tab:

• If Pay Hours or Pay Flat Amount is selected, then enter the total # of Hours or Amount to be paid. Fill in the TCP Job Code or Position Description field.

• If Leave Adjustment is selected, enter the total # of hours and the type of leave in the TCP Job Code or Position Description field.
Payroll Adjustment ePAR

PAR Information Tab:

IF THE JOB DOES NOT EXIST IN VISIONS, THEN THE EPAR WILL BE RETURNED.
Payroll Adjustment ePAR

PAR Information Tab:

• Select the Reason for Adjustment:
Payroll Adjustment ePAR

PAR Information Tab:

- Indicate if Request Off-Cycle Check is needed from the drop down menu:

- DAC: Financial Services 5011
- Requester Name: Owen Money
- Requester Phone #: 999-9999
- Pay Period to be Adjusted: PR 10_12/01/15 - 12/18/15
- Action Needed: Pay Hours
- Total Hours or Flat Amount to be paid: 20
- TCP Job Code or Position Description: 102901197
- Reason for Adjustment: Missed Deadline-Employee
- Request Off-Cycle Check: No
- Leased Employee: Yes

TUCSON UNIFIED
SCHOOL DISTRICT
Payroll Adjustment ePAR

PAR Information Tab:

• Indicate if the employee is a leased employee.
Payroll Adjustment ePAR

PAR Information Tab:

• Provide Explanation for the Payroll Adjustment in the Notes Area:

  Notes: Employee forgot to submit time worked

• Click Next
Payroll Adjustment ePAR

PAR Funding Tab:

• Select the Account from your DAC account 999.999.9999.9999.Dept#.99999.Dept#

• Click on the floppy disk at the end of the line to save. The account code will move down in the grid.
Payroll Adjustment ePAR

PAR Funding Tab:

The 999 code must be used for this ePAR type only.

• Click Next
Payroll Adjustment ePAR

PAR Review Tab:

• Review your information and click on the Submit for approval box

• Click Finish
Payroll Adjustment ePAR

ePAR Routing:

- Originator
- Payroll Department
- Chief Financial Officer
- Leadership or Department Director
- HR Complete
- PR Complete
Payroll Adjustment ePAR

Submission of a Payroll Adjustment ePAR does NOT guarantee the adjustment will be included in the current pay cycle.
Reminders

• Review all leave requests and approve or deny prior to end of pay period.
• Review employee time
  • Did employee clock on correct job code?
  • Have all missed punches been accurately corrected?
  • Do total hours appear correct for employee?
  • Is any applicable shift diff or out of class showing?
Thank You

We value innovative, creative staff.